Land Records Management at Polk County
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This document summarizes the mapping side of land records management at Polk County, Oregon.

INTRODUCTION

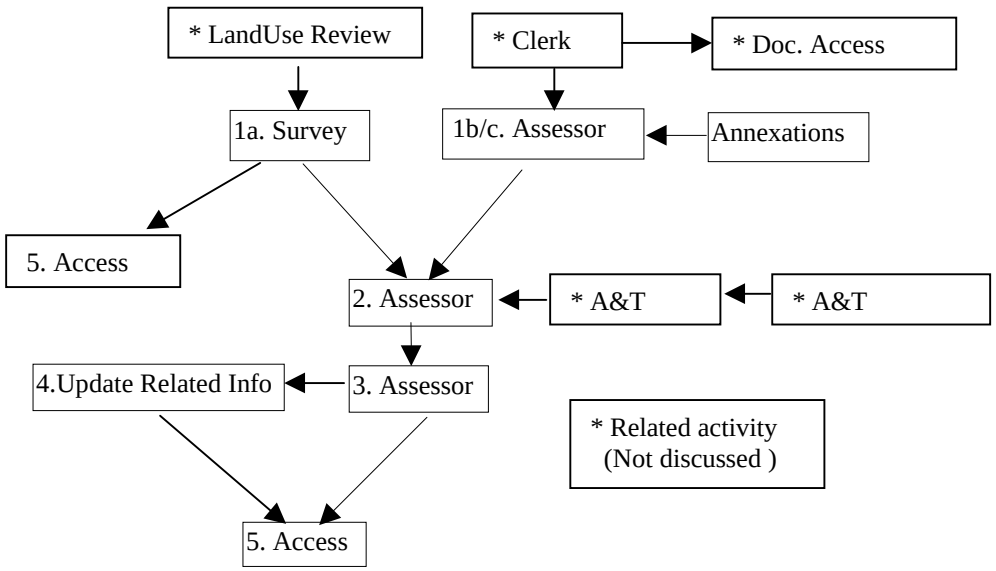
Land records management at Polk County includes several tasks as follows:

1. Review land records information, such as plats, to insure that they are in compliance with state statute.
2. Process land records information so that property descriptions are mapped and property is assessed properly in a timely manner.
3. Make land records information available to county staff so that other county tasks, such as planning review may be completed.
4. Make land records information available to the public, title companies and interested parties.

This document summarizes how land records are processed at Polk County and the software applications we use to support processing.

LAND RECORDS PROCESSING FLOW

The following diagram illustrates how land records are processed. The following sub-sections will discuss this flow.



1a. Survey Department - Subdivisions/Partitions

Create Plat using COGO (primarily TRAVERSE)

- Check for parcel closure 1:10,000
- Check dimensions/bearings distances
- Download to field collector
- Pass to Assessor's Department

The surveyor is not creating a PLAT but is checking existing work. So maintaining the original bearing, distance, and curve schedule is critical. This work must be done very quickly and accurately and corner coordinates of the plat passed to a field collector. The surveyor primarily cares about corner locations because that is what will be checked in the field.

1b. Assessor's Department - Deeds

- Determine action (rough deed run) - Seg/Combine/Name Change/Remap - etc…
- If name change - create voucher and pass it to A&T
- If map action - create geographic transaction - (many procedures are canned)
- If segregation or lot/line adjustment use COGO to run deed or lift from continuous base map

To determine action the cartographic technician must very quickly (One person processes 6,000 deeds a year). Action is determined by a quick check to find the start point of the property description and a quick run to see if the property matches existing line work. If it does not the technician must determine if the mismatch is due to an error in the map, an error in the deed or the deed is requiring a map action such as a segregation. We do not have a tool for this function at this time but are looking to images and map objects to give us a fast enough tool.

1c. Assessor's Department - Other Actions

The cartographers do a number of other actions that impact the basemap such as map annexations.

2. Assessor's Department - Process the geographic transaction

- Check COGO work
- Annotate dimensions
- Assign taxlot numbers (account numbers) (new and old)
- Assign Lots/Blocks if needed
- Check acreage
- Assign value class (currently not automated)
- Produce voucher report for A&T
- Place (rotate / move) to approximate location on continuous base map

The geographic transaction step is primarily used to create a paper/electronic trail of how land boundary changes were determined. The public and the cartographers need to refer back to this construction information from time-to-time to insure that the actions undertaken were correct. This action is not tied to a time of entry but time of deed.

3. **Assessor's Department - Integrate into continuous basemap**
   - Check COGO work and placement
   - Identify any errors in matching geographic transaction to basemap
   - Identify area of impact (how far out you go to push error)
   - Adjust bad data (base map) to good or most recent geographic transaction

   The integration of a geographic transaction is based on the professional judgement of the cartographer. You can not just fit (lease squares or others) a geographic transaction into a hole in the map. Collecting GPS field data for a subdivision is not a possible solution. You must be able to replicate your process, push errors to lower impact areas, maintain the best coordinate information, and record how/why you did what you did. We have also made the decision to upgrade our maps continuously. So we are always adjusting older information to newer (again based on the type of information and the professional judgement of the cartographer).

4. **Update related Information**
   - Check transactions that are near zoning
   - Modify or adjust zoning as needed

   Zoning is typically tied to taxlots because that is currently our best description of land ownership. Zoning can also change due to ordinances. Usually, zoning is updated on an annual basis.

5. **Public Access & Query**
   - Produce standard maps of taxlots which meet state standards
   - Provide query support for taxlots, school districts, fire districts, etc…
   - Provide planning support for notifications, soil tests, template tests etc…
   - View and land transaction that is currently in process

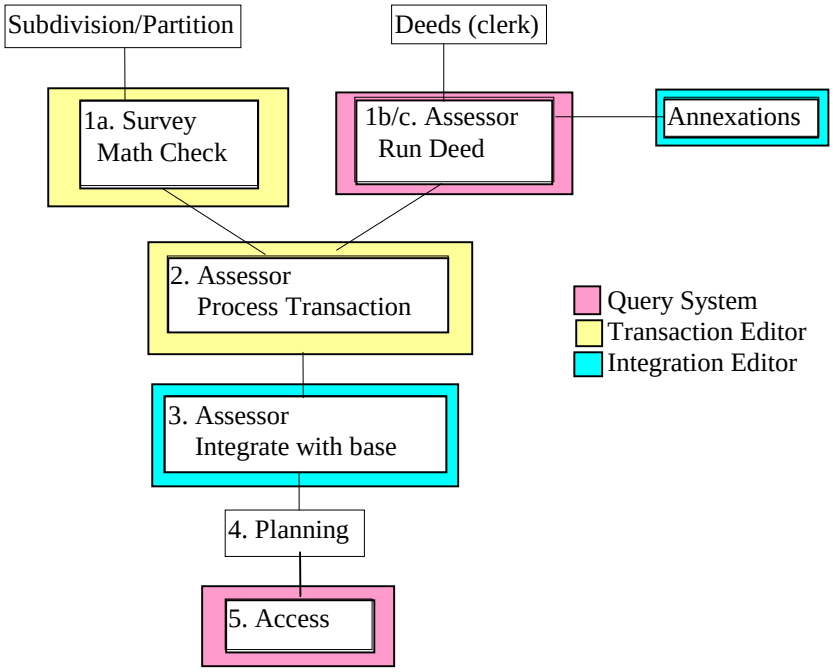
   Public access and query support the general public, planning activities, and title companies.

LAND RECORDS SOFTWARE

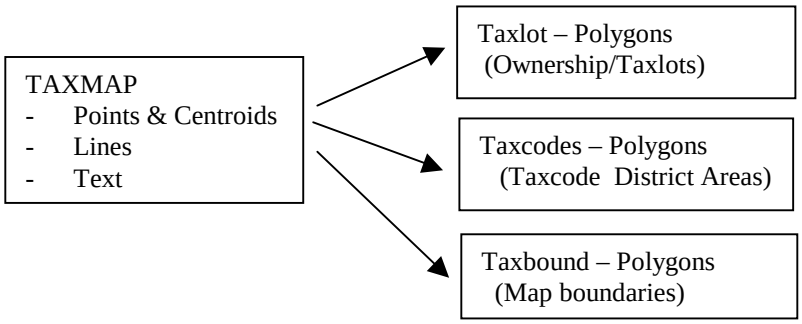
Polk County has developed for suites of applications as follows:

1. Transaction Editor – Often called the little editor which supports basic COGO editing of taxlots. The application also manages and tracks the movement of a land.
2. Integration Editor – Often called the big editor which is used to integrate land transactions with the continuous basemap.
3. Conversion Software – A suite of application programs which converts IGDS files into an Arc/Info structure.
4. Production Plotting – An application which produces DOR compliant taxlot maps.

In addition to these applications Polk County has two counter support applications for querying and display taxlot information. The applications use Arc/Info UNIX 7.12 software. The following summarizes how the software is used.



The application utilizes a concept for managing cartographic features which are used to derive polygon based information. The layers used are as follows:



Users will always edit the "TAXMAP" layer and the system will automatically derive the other layers. The applications use Arc/Info Librarian to manage archive information and simple workspaces with an INFO datatable to track transactions. Library tiles and user workspaces are organized by township/range using the following structures and workspaces: